CICM's <u>Super Seven Tips</u> to Managing your Work Time in Lockdown

With home working now in full flow, we are all experiencing at least some of the challenges this brings.

Whether it's an intermittent internet connection, a demanding change of work priorities or your youngest child screaming for their lunch, there are daily obstacles that seem to sap the time we have.

What can we do, in these trickiest of times, to manage the work we have and the time we have in which to do it?

Read on for CICM's **<u>super seven tips</u> to managing time in lockdown**.

1. **Don't be a superhero.** There are only 24 hours in a day. It is great that we're flexing and extending to assist our colleagues and our organisations in this uncertain time, but we can't create time that isn't there. And if your child needs you, then go to them. You can't be everywhere at once. Remember these limitations and work within them to avoid mistakes, misery and ultimately, a burnout.
2. **Focus on your objectives**. For many of us, priorities and actions are changing by the hour so don't spend oodles of time creating complex monthly strategies (unless that's in your remit, of course.) Instead, make a simple tick-list each day with deadline dates and goals to reach. Ticking off achievements, however small, will give a sense of achievement and make you feel in control of your time.
3. **Make your actions count.** Stop and think about what you're doing - if you are not getting anywhere on a task, move onto something else and come back to it. Don't keep looking at that piece of work over and over again. Where possible, follow the 3d rule and either do it, dump it or delegate it.
4. **Set boundaries around your time.** Assign time to tasks rather than letting tasks take over the time you have. Simple ways to remain in charge of your time include scheduling meetings rather than falling into impromptu conversations and switching off distractions such as push notifications during a set period. Time-binding tasks, which force you to review your schedule at pre-set times, can save you over-using your time on a single action to the detriment of other priorities.
5. **Simplify.** Whether you're working from a home office or the kitchen table, clutter will add to your stress. Finding that buried memo or unfiled email eats into your time. If you can, de-clutter by stripping your workstation and tasks down to the essentials and simplifying your processes.
6. **Match your performance**. Make time work for you. If you are a morning person, take advantage of it by having tasks ready to perform when you start first thing. If you are more of a night owl, defer demanding tasks to this more productive part of the day.
7. **Keep work at work**. This last tip is possibly the most important when you're performing your job from your home. Blurred lines can have an impact on the emotional wellbeing of you and your family so have some down-time. Recreation is just that, a re-creation. After taking a break, you'll find the time you spend back at your workstation is more productive.